

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, June 28, 2012 in Room 200 of the Northern Building, 305 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Steve Fewell, Supervisor Tom De Wane, Supervisor Dave Steffen, Supervisor Tim Carpenter
Excused: Supervisor Kris Schuller
Also Present: Pat Moynihan, Dr. Terry Watermolen, John Hickey, Kathy Pletcher, Brent Miller, Troy Streckenbach, Lynn Stainbrook, Mary Reinhard, Kevin Raye, Laura Workman, Maria Lasecki, David Hjalmquist

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:02 p.m.

II. Approve/Modify Agenda.

Supervisor De Wane requested that Item 3 be taken following Item III.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve as modified. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of May 31, 2012 and June 11, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Although shown in the proper format here, Item 3 was taken at this time.

1. Review Minutes of:
a. Housing Authority (May 21, 2012).

Supervisor De Wane stated that these minutes contain several items on which he would like further explanation such as the Housing Authority donating funds for printing of the City Services Guide and a proposed partnership between BCHA, NMA and L.A. LOMOD to become the PBCA for the State of Wisconsin. De Wane would like these minutes held for one month to have someone from the BCHA come to the Committee and explain these things.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to hold for one month and have representatives of the Brown County Housing Authority come before the Administration Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

Request for Approval

2. Central Library RFP.

Kathy Pletcher provided the Committee with a handout which gives an overview of the process, scope and timeline of the RFP, a copy of which is attached. She stated that they originally thought the RFP would be presented to the County Board at the June 20 meeting, however this timeline had been adjusted to allow for presentations at some of the Committees.

Pletcher continued that once the RFP is approved it will be publicized and any architecture engineering firm can submit proposals, but she did not have any estimate as to how many proposals may be expected. She stated that they have put together a selection committee to review proposals they receive in response to the RFP.

It was also noted that the cost proposals will come in separately and the committee that is evaluating the functional and technical requirements do not see the costs. The cost proposals go to procurement agent, Dale De Namur and he will manage the cost process. He will do the cost analysis which will be filtered into the scoring and from there a ranking of the proposals will be made. Pletcher continued that their goal would be to have the contract by mid-September. The design process will then begin and will include looking at how to reduce the scope of the \$23.4 million dollar pre-design to get into the \$17 million dollar range which is the target goal.

Pletcher continued that there will be many committees, many open meetings and many opportunities for the public to provide feedback as to what parts of the design they like and do not like. The decision making team will be the project management team which is listed on the handout and was structured by a suggestion made by Supervisor Van Dyck. Pletcher said that this is the group that will make the ultimate decisions to get to a design that can be supported by the County Board.

Pletcher stressed that they have been trying to respond to the concerns they have been receiving including having a meeting with the new supervisors at which they discussed the future of the library. They want to be sure that they are looking at all decision points using the expertise of architects and library consultants so that they are designing a facility that will benefit the community for decades to come.

De Wane stated that he would like to see the costs of each proposal and how each is graded. Pletcher stated that that information will become public record and will be available.

Steffen thanked Pletcher for her presentation and stated that she has been a very good ambassador for the project and has been incredibly diplomatic and fair. He stated there was not much of a possibility that he would support something in the \$17 million dollar range but he is much more comfortable closer to what the costs would be to fix the library and perhaps a little bit more to move the facility forward. One concern Steffen has with the RFP is in providing the potential contractor with the predesign square footage, would it still be possible to scale it down to a \$12 – \$13 million dollar option? His other concern with approving the RFP as drafted is that it is listed at \$17 million dollars, plus or minus \$1 million but that is not something he would necessarily approve. He stated that he is hopeful that a project that is a little more forward looking in addressing technology can be developed and he felt that some of the prioritization of current and future assets in the library could be addressed and that we should also be moving away from certain formats and certain materials. Steffen concluded by saying that the ability and willingness of the taxpayers to pay for this project is the biggest unknown and he does not know where the public is on their willingness to pay for anything above what it takes to get the library up and running.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to approve the RFP. *No vote taken.*

Chair Fewell commented that it would be realistic to look at options and stated that he does not have a problem fixing the library at something in the \$10 - \$12 million dollar range. However, if the library came back and said they had a few million dollars of donations, he would be much more willing to bump that up to meet more of the overall project needs. He felt there were a lot of variables, but what was most important was to see what they can get passed. Fewell did not want to be locked into one option with the RFP. He said that the library staff has done great work on this but he also felt that there were some supervisors who wanted to take a look at other options.

John Hickey felt there were tremendous opportunities with naming rights and Fewell stated he was encouraged that there were people who would support the library project. Fewell felt that businesses and business owners that would have money to donate would rightfully need to know that the County Board is willing to put forward the majority of the money for the project. He did not feel that we should be expecting businesses to pay for the public library and further that the Board needs to make a sizable commitment to it. Fewell also felt that at this time we need to look at the overall cost of what is needed to fix the library as well as what it will cost to renovate the way they are looking at. He does not have a problem in moving this forward but felt that at some point this would have to be amended as he did not think the RFP would be approved the way it is currently written. Pletcher noted that the RFP is currently in draft form and she can work with Dale De Namur on any revisions.

Dr. Watermolen reminded the Committee to keep in mind that the process explained earlier will allow anyone who may have a thought, idea or concept for the library to bring it into the process of design to look at and have a cost analysis done to see whether it is feasible. They have allowed for flexibility of the building so that it can be adapted to whatever happens in the future. Watermolen also pointed out that it is important to get the best value for what is being spent and this process allows for that. He also felt there was strong potential to get grants as the library is currently not energy efficient nor ADA compliant and there are grants available for some of these things. He continued that getting to the figure that they are trying to reach can be done by the total cost of the building being brought down as well as obtaining grants and donations and he felt in doing this the figure that the County would spend may be achievable.

Supervisor Carpenter stated he would like to see an RFP go forward through the Committees to include a base amount with several options and costs for these options. He would like to see exactly what the cost would be to get the library repaired and updated to where it needs to be and then see what other options there are and what the cost for those options would be to allow moving forward with raising donations or naming rights and determine how much money the County would have to put into the project.

Motion amended by Supervisor De Wane, seconded by Supervisor Steffen to approve a draft RFP for the Central Library to include a base cost with options with associated cost per option. Vote taken. MOTION CARRIED UNANIMOUSLY

Pletcher stated that she understands what Carpenter is asking for and this is what she is envisioning happening with the design process. She provided the example of making the drop off window into a drop off and pick up window, but noted there is additional cost associated with that and if this feature stays in the design, it may be value engineered to reduce costs. She felt that if items the public really wants are identified, maybe the public would be able to contribute towards those items. She also stated that the expansion piece on the Pine Street side may provide a good opportunity for naming rights and also if renovations and new technology is added to the auditorium they may be able to get a technology vendor to pay for naming rights. Hickey also stated that they will explore joint ventures to bring the cost down by doing such things as adding a café or post office substation.

Steffen stated he wanted to make sure it was clear that none of the supervisors were against fixing the base issues such as elevators or asbestos issues but that it is everything from that point on up that they are concerned with.

Communications

3. **Communication from Supervisor Moynihan re: Request Administration Committee direct I.S. to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200.**

Chairman Moynihan stated he has had various discussions with people regarding this and was compelled to produce the communication by virtue of compiling last month's County Board agenda and the burden that is put upon the Board's recording secretaries in terms of verbiage required in preparing the minutes of the standing committees. Moynihan continued that he has a companion communication for the Executive Committee to rescind portions of Section 2.13 of the County Code. What he would like to see in the future is minutes consisting strictly of motions of the standing committees. He felt that a good way to accomplish this would be to provide live streaming of the committee meetings. He felt this could also be carried over to full Board meetings as well. He felt that having the ability to click on a link somewhere and see the meeting happen live as well as have the ability to have the meetings archived would be beneficial.

Moynihan continued that he knows that many supervisors like the minutes in their current format with all the verbiage and he acknowledged that the ordinance currently requires this verbiage, however he felt that it would be appropriate to explore the idea of streaming to see what kind of costs could be incurred for something of this nature. This would also allow citizens with scheduling conflicts or who may be immobile and unable to attend meetings the opportunity to view them.

De Wane asked if Moynihan was looking to have this communication sent somewhere and Moynihan responded that he was looking to have this sent to IS for more information. Steffen asked if it would be acceptable to have this idea expanded to include an audio only option. He felt that if the streaming option would be deemed cost prohibitive, perhaps having an audio file of the proceedings would be appropriate. Moynihan stated that this may be an option if IS is able to break out the audio portion from the video portion. Moynihan felt it was important to be sure that these meetings were archived somewhere to help reduce the burden on the recording secretaries as well.

Steffen stated that he felt this was a great first step and the more that can be done in terms of transparency the better. He stated in the Village of Howard eight of nine elected officials have gone paperless and all information comes off the website which is also available for public viewing. He stated he will be as supportive as possible with this.

Carpenter asked if the new IS Director was in attendance. IS Director David Hjalmsquist was in attendance and Carpenter wanted to make sure he understood what Moynihan was looking for. Hjalmsquist responded that his understanding of what was being asked for at this time was for audio and video to be broken out as well as costs and timelines and that Moynihan was looking to get this on the Brown County website or some other depository where the general public could have access. He also asked if Moynihan was looking for a live feed and Moynihan stated he would like that included.

Fewell provided his thoughts and stated that when people are on camera often better decorum is created. He also felt if meetings were streamed people would know exactly what happened in the meetings and would not have to read small snippets in the minutes. Moynihan agreed and stated there have been circumstances where recording secretaries have been told by department heads and supervisors after minutes are prepared that the minutes do not accurately contain their intent.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to refer to IS to get information needed including costs and timelines. Vote taken. MOTION CARRIED UNANIMOUSLY

Information Services

4. Introduction of new Information Services Director, David Hjalmsquist.

David Hjalmsquist introduced himself to the Committee and the Committee welcomed him. Hjalmsquist said that he was excited to be working for Brown County and looking forward to working with the supervisors.

5. **Budget Status Financial Report for April, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Resolution Re: Change in Table of Organization Information Services (Delete Technology Services Manager/Add Server, Storage and Virtualization Specialist).**

Hjalmquist stated that he noticed on the IS organizational chart that there was an opening for a technology services manager. Based on conversations with Kevin Raye and other IS staff, he felt it would be better served to redefine that job to allow for offloading and more cross training of current staff to provide more in depth knowledge. From Raye's perspective, he has been doing a lot of this work and Hjalmquist would rather see Raye doing other things which would allow him to transfer his knowledge to more members of the IS staff.

Raye spoke further on this and stated that in last year's budget they submitted a position for a technology manager. After the IS Director resigned last November, they did not feel that they needed another manager, but rather they needed another worker. They worked with the County Executive to determine what the IS department really needed and it was determined they needed a hardware specialist. Raye pointed out that this was a win all the way around as it resulted in a cost reduction and will also allow Raye to do more managerial tasks rather than the day to day work that he is currently doing.

County Executive Troy Streckenbach expounded that when he was elected he took a tour of the IS Department and it was apparent that IS was challenged. Streckenbach was basically put on notice by the former IS Director that every division within his office was overwhelmed and overworked and more staff was needed. The former IS Director was looking at adding three people last year during the budget process. They did add one individual into the budget and Streckenbach felt that as technology is becoming more of an important factor in running government, the IS Department was in need of staff. The question Streckenbach raised at that time was whether IS needed to add more staff or do an assessment of the Department to determine if they are doing things of the past or whether they should be focusing more on what they should be doing in the future. With the departure of the former IS Director, they took the opportunity to work with four divisional managers of IS and spent a lot of time devising a strategy of what the IS department should look like. In assessing the operation they also came to recognize that they do not have a lot of succession planning. They decided that rather than having another manager it would be better to put this under a support line, cross train it and allow Raye to work on other projects and share his institutional knowledge with another individuals that would come into the position so that we are preparing the County for long term success.

Steffen asked for an explanation of what the "virtualization" part of the title meant. It was explained that there are two separate types of virtualization. For each application in the old days, you would load the software on one box and then that box would be dedicated to that piece of software. With virtualization, what you can do is take one box and segregate the box and put multiple applications on it so the machine is being fully utilized thus saving money by not needing to purchase other hardware. Raye added that because servers now have so much processing power they can run up to eight applications on one server, thus saving energy and cooling costs.

Steffen also commented that he felt the IS department can play a large role in bringing democracy directly to the people wherever they are as they will have the opportunity to see what is going to happen and what is happening and he is thankful that IS is open to that. He also acknowledged that IS serves all of the County departments and he thinks that what technology can do to serve the community at large is tremendous.

Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support Agency

7. Budget Status Financial Report for April, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Director's Report.

Child Support Director Maria Lasecki stated they currently have two vacancies in their department and coverage is being obtained from cross training. Lasecki stated that she is working with HR to fill one of the positions and she is assessing the services of the department right now and utilizing current positions before she moves forward with filling the second position.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

9. Budget Status Financial Reports for the Months of March, April, and May, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Treasurer's Financial Reports for the Months of March and April, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Director's Report.

Deputy Treasurer Mary Reinhard reported that they finished up with the judgments on foreclosures recently. They took 19 properties, most of which are vacant lots. The next step would be to advertise the properties and take sealed bids which are then opened by the Committee and award the property to the highest bidder. She noted that not all parcels will be sold and the Treasurer sets a minimum bid of whatever amount will pay the taxes up.

Reinhard also reported that they sent out second installment notices for taxes last week and the second installment payments are starting to come in. She also reported that in August the financial specialist and herself will be working on the cash receipting project on Logos.

Carpenter asked if the 19 foreclosed properties was a typical amount and Reinhard stated that it is a little higher than past years but she noted that many of the parcels are parcels that the City has to raze the property because the land owner did not take care of it so they are basically empty lots. She also noted that on some properties if there is a mortgage, they have even tried to have the mortgage company pay the taxes for the mortgage and they walk away from the property as well.

Steffen asked if there was an inventory of properties that are not sold and Reinhard stated that there is an inventory and they are listed as Brown County Treasurer Tax Deed properties. They become exempt properties next January. Steffen asked how these properties were processed and Reinhard stated that the properties are listed on the Treasurer's website and then advertised. Whatever is not sold is then listed on the website as available properties. She also noted that many of the properties are land locked. Carpenter asked if any of the

parcels were large acreage parcels and Reinhard stated that they are mainly lots and noted further that they do not typically foreclose on homes.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration / Human Resources

12. Administration Budget Status Financial Report for April, 2012.

See action at Item 13.

13. Human Resources Budget Status Financial Report for April, 2012.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file Items 12 & 13. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Human Resources Activity Report.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. 2012 Budget Adjustment Log.

Motion made by Supervisor Carpenter, seconded by Supervisor De Wane to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Review of Purchasing Policy. *Held for one month.*

Director of Administration Brent Miller stated that they have come up with revisions but he would ask that this be held for one month.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Director's Report.

Miller stated that the WCA Act 10 and Act 32 came out which pertains to changes in retirement and health insurance. WCA put a consortium together consisting of 43 counties who developed grievance procedures, policy manuals, etc. The other part of this is a wage study. He noted that although Brown County is a member of WCA, they are not a part of County Mutual Insurance Corporation but all the other counties that are part of the consortium are part of County Mutual and therefore get a pooled cost. Brown County was selected to be a pilot county for the wage study. Miller would like a special Administration Committee meeting prior to the Executive Committee meeting on July 9 to approve becoming part of the pool to take place in the study.

Streckenbach expounded on what is in place already versus what has been acted on. A while back, there were ongoing discussions regarding how to move forward with compensation plans, how to look at positions that have multiple different names but are similar as well as other things. This was one of the steps that the previous HR Manager was conducting and participating in with other counties. Brown County has been involved in the process of the wage study for close to six months. The piece that was never done was to formally sign in to the project and this is what they are looking for approval of on July 9 to allow participation in the wage study.

It was decided that a special Administration Committee meeting will be held at 5:00 p.m. on July 9.

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

18. **Budget Status Financial Report for April, 2012.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel – No agenda items.

Other

19. **Audit of bills.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to pay bills. Vote taken. MOTION CARRIED UNANIMOUSLY

20. **Such other matters as authorized by law.**

Motion made by Supervisor De Wane, seconded by Supervisor Steffen to adjourn at 6:10 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

RFP for Central Library Final Design

Background. The County Board has bonded \$1,535,000 for the purpose of design services for repair and renovation of the Central Library. The next step is for the County to issue an RFP (Request for Proposal) for professional services to provide design and consulting services.

RFP Scope. The selected contractor will deliver the detailed design of the proposed renovated Central Library with a focus on reducing the Pre-Design cost estimate of \$23.4 million to a range of \$17 million, plus or minus \$1 million, while retaining the required elements, and as many desired elements as possible through a process that involves the appropriate stakeholders. The design process must include input from the Library Board, Library, County Public Works Facility Management, County Supervisors, and the community. The design must retain the most critical elements of the Pre-Design that will result in a fully functional, safe, energy efficient and technologically proficient 21st century library for Brown County residents, incorporating the current and future needs for several decades to come.

RFP Approval Process.

- Development, Planning and Facilities Committee – June 25
- Administration Committee – June 28
- Education & Recreation Committee – July 2
- Executive Committee – July 9
- County Board – July 18

RFP Review and Selection Committee

- Pat Wetzel, Chair, Education and Recreation
- Doug Marsh, County Facilities Department
- Chuck Lamine, County Planning Department
- Kathy Pletcher, Library Board
- Lynn Stainbrook, Library Director

RFP Timeline Summary

- RFP Posted July 20
- Responses due August 13
- Intent to award August 30
- Contract signed September 14

Project Management Team for Design

- Bernie Erickson & Norbert Dantine, Development, Planning and Facilities Committee
- John Van Dyck & Erik Hoyer, Education and Recreation Committee
- John Hickey & Kathy Pletcher, Library Board
- Lynn Hoffman, Library Department, plus one-two additional library staff
- Facilities representative